

Point in Time Count Data Entry Instructions for Commerce Adsystem HMIS | January 2014



Department of Commerce
Innovation is in our nature.

For counties using Commerce HMIS for their PIT counts (Counties have the option of using Commerce Adsystem HMIS to capture and report on their PIT data)

Point in Time Count Data Entry Instructions for HMIS

Unsheltered Count

Page 1

Unsheltered and doubled-up (optional) surveys are entered into the lead PIT agency's HMIS. Clients receive the temporary "PIT Count" program and are assigned the "PIT Unsheltered" activity on the Additional Questions page.

Sheltered Count – Transitional Housing

Page 3

Transitional Housing participants active in an HMIS program are automatically counted in the Point in Time Count this year. No additional data entry is required.

Sheltered Count – Emergency Shelter

Page 3

Emergency shelter residents active in HMIS are given the "PIT Housed" activity on the Additional Questions page.

Sheltered Count – Transitional Housing or Emergency Shelter Programs not in HMIS

Page 4

Surveys are entered into temporary "shell" programs in HMIS. Individuals are then assigned the "PIT Housed" activity on the Additional Questions page.

HMIS Written Consent Policies

Page 5

Important: DO NOT enter name, birth day, or birth month if a household member is: 1) in a DV agency; 2) currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation; 3) has HIV/AIDS or 4) anyone you do not have written informed consent from (signature on first page of PIT survey form or previously signed HMIS consent form). However, a signature is not needed to collect other information. All homeless households and individuals in those households (adults and minors) should be entered.

Unsheltered Count

1. Enter the head of household on the page **HOH Intake**.

- a. Click “New”

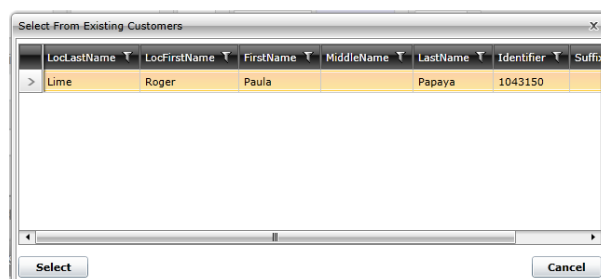
If you are prohibited from entering a client’s identifying information (client refused consent* or is a victim of domestic violence) check the “Consent Refused” checkbox at the upper-left corner of the page. You will be required to enter in an *Identifier* number if you do not enter a name.

Note: If anyone indicates they are a victim of domestic violence everyone in the family should be “Consent Refused” (no names entered).

- b. Fill in all information. If data was not collected, choose “refused” (“don’t know” is only used when the client says they don’t know).
- c. If the client does not provide a full date of birth or you are not permitted to enter it (client refused consent or is a victim of domestic violence) you must enter “01/01/YYYY” in the *Date of Birth* field and choose “Refused” as the *DOB Code*. The birth year you enter should be one year before or after their actual birth year. For example, if a person was born in 1975, you would enter 01/01/1974 or 01/01/1976. If no year of birth was provided please guess their age based on the information you have.
- d. Click “Save”

During this process, you may get a pop-up window that says “Select from Existing Customers.”

- i) If you see the same client you are attempting to enter, select their row and click “Select.” Click on the **Household Statistics** page to make sure the rest of the household information is correct. You may then enter them in your PIT Program (step 3).



- ii) If you do not see the same client you are entering, click Cancel.

* An individual only needs to provide consent once. A client does not need to provide a signature on the PIT survey form if there is already a signed consent form on file.

2. Click on the **Household Statistics** page on the navigator bar.

- a. Complete the required questions for the person you are on.

Household Statistics[Roger Lime Paula Papaya_10/13/1979_1043150]

Household Name	Roger Lime	IND. MONTHLY 2 866.6667	QUARTERLY 2000	GROSS 10400	% POV.
Update Members					
New Household					
Jump to Prog					
Notes					
Edit Address					
Add History					
Contacts					
Head of HH					
Deceased					

First Name	Last Name	Date Of Birth	Birth Year	Head Of Household
Roger	Lime	12/25/1908	✓	✓
Paula	Papaya	10/13/1979	✓	

Household Members

New **Save** **Same Family**

☐ Consent Released

Consent: **Group** Status: **Alive**

SSN/Code: **Don't Know** HOH: **Age** **34**

First Name: **Paula** Middle Name:

Last Name: **Papaya** Suffix: Gender: **Female**

DOB/Code: **10/13/1979**

Relation: **Child**

Disabled: **No** Veteran: **No**

Marital Status: Education Level: **10th Grade**

Ethnicity: **Non-Hispanic** Identifier: **1043150**

1st Language: 2nd Language:

Housing: **Literally homeless**

Race (Choose As Many As Apply)

☐ Native Hawaiian/Pacific Islander ☒ American Indian/Alaska Native ☐ Asian ☐ Black/African-American

☐ White ☐ Don't Know ☐ Refused

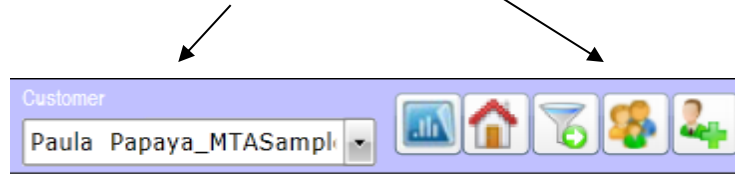
-
- Program Entry[Paula Papaya Paula Papaya 1043150]
- First Name Last Name Address Search Clear
- Paula Papaya_C1043150
- Enter Program Bed Assignment Homeless Self Sufficiency
- Program Status Consent
- Comments Case Manager
- Program Entry Date 11
- Prior Listing Situation
- Length Of Stay in Previous Place
- Entry Questions
- Group Copy to HTML Copy Refresh
- Question
- Required

-
- Additional Questions [MHA] Sample (PIT) Rogers Line Rogers Line 10431149
- First Name Last Name Username Search Customer
- Clear
- Profile Activity
- Activity
- Filter Refresh
- Activity
- ProgComponent MilestoneStatus
- PIT Unsheltered Sample (PIT) In Progress
- Consent Organization
- Prog Component Sample (PIT)
- Milestone Enroll
- Activity PIT Unsheltered
- Staff MTAMatth
- Start Date/Time 1/23/2014
- Units 1.00
- Move to Milestone Move
- Client Profile Questions
- Group
- Copy Refresh
- Question Location of count:
- Answer
- Comments
- Previous Next Save
- Question Answer
- Location of count:
- Where did you stay last night?
- Current City
- Have you been continuously homeless for a y
- How many episodes of homelessness have yc
- Is anyone in your family a victim of Domestic
- Disabilities (check all that apply to each client)

The screenshot shows the 'Navigation' pane on the left side of the application. The 'Client Services' category is expanded, revealing a list of sub-items. The item 'Services Provided' is highlighted with an orange background. Other visible items include 'Central Intake', 'Easy Intake', 'HOH Intake', 'Household Statistics', 'Documents', 'Central Intake Search', 'Program Entry', 'Case Plan', 'Additional Questions', 'Case Notes', 'Client Savings', 'Program Exit', 'Client Services Search', and 'Group Sessions and Auto-Schedule'.

2

Click on “Shrink List to Current Group” in the upper-right corner of the screen. Then choose the next household member from the Customer Dropdown.



Sheltered Count – Transitional Housing (covered year-round by HMIS)

Transitional Housing participants active in an HMIS program are automatically counted in the Point in Time Count this year. No additional data entry is required. Please check to make sure that all Transitional Housing clients enrolled on the night of the 23rd are active in HMIS with all of their Program Entry questions answered.

Sheltered Count – Emergency Shelter (covered year-round by HMIS)

1. Find client on the **Client Services Search** page
2. Go right to the **Additional Questions** page
 - a. Click “New” and select “Activity” = PIT Housed and “Date” = the PIT count date.
 - b. Click “Save” in the upper container.
 - c. Answer the questions that show up in the lower container and click “Save” at the bottom.
 - d. **You must answer questions for each member of the household.**

A screenshot of the 'Additional Questions' page in the software. The page is titled 'Additional Questions[MTAHEN Housing Grant Roger Linn Roger Linn 1043149]'. It has a search bar and a 'Clear' button. Below the search bar are buttons for 'New', 'Save', and 'Delete'. The main form area is divided into two sections. The top section is for 'Profile Activity' and contains fields for 'Organization' (MTAHEN Housing Grant), 'Milestone' (Enroll), 'Activity' (PIT Housed), 'Staff' (MTAMATH), 'Start Date/Time' (1/23/2014), and 'Units' (1.00). The bottom section is for 'Client Profile Questions' and contains a table with questions and answers. The questions include: 'Have you been continuously homeless for a year or more?', 'How many episodes of homelessness have you had in the last 12 months?', 'Is anyone in your family a victim of Domestic Violence?', 'Disabilities (check all that apply to each client)', 'What circumstances caused your homelessness?', and 'Source(s) of Income and Benefits (check all that apply)'. The 'Save' button is at the bottom right of the form.

Sheltered Count – Transitional Housing or Emergency Shelter Programs not in HMIS

Repeat steps 1 and 2 from the Unsheltered Count section (page 1) to enter the household into HMIS. Then use these directions to enroll them into the temporary “shell” program.

1. On the **Program Entry** page click “Enter Program”
 - a. Select the shell program. (All shell programs have “(PIT)” at the end.) The program date is the date of the PIT Count. Click “Continue.”
 - b. In the next pop-up, click “Select” to enter everyone from the household into the program.

2. Go to the **Additional Questions** page and press “New.” Select “PIT Housed” as the Activity and then press “Save.” Fill out the answers to the PIT Housed questions in the lower container and press “Save” at the bottom.

You must answer questions for each member of the household. To easily navigate through members of the household:

Click on “Shrink List to Current Group” in the upper-right corner of the screen. Then choose the next household member from the Customer Dropdown.

HMIS Written Consent Policies

Since homeless individuals are being entered into HMIS for the count, they will need to sign the **HMIS consent form**. This consent form is attached to back of the PIT survey form. Clients that already are in HMIS and already have a signed consent form on file are not required to sign it again on the PIT survey form.

If a client does not have an HMIS signed consent form already on file and refuses to sign the PIT survey form, all household information (adults and minors) will still be entered into HMIS however without any personally identifying information such as name and full date of birth.

If you have any questions please contact Nick Mondau at nick.mondau@commerce.wa.gov or 360/725-3028.

Additional count forms, guidelines and instructions can be found on our website www.commerce.wa.gov/pit.